

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: Southside  
 Period: 2-Nov

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(7)Call Routing	Amelia			2	Alltel Call Routing Sheets Completed
(5)Contacted Tom Griffith (Verizon)	Amelia			0.5	New Lease/Maintenance Contract
(6)Acceptance/Installation of Trunk Lines	Amelia			1	Trunk lines ready
(9)Coordinate installation of CPE	Brunswick			12.75	Coordinate w/Verizon/Brunswick
(5)Review current agreements	Brunswick			4.25	Current contracts w/County Adm
(7)Review cell sector information	Brunswick			2.75	Tower locations/addresses
(10)Respond to TCS query	Charlotte			4.75	Verified status/on-site
(7)Cell sector/tower information	Charlotte			3	Tower Ids and Locations
(5)Prepared draft Backup PSAP Agreement	Charlotte			1	
(4)Completion of Funding Requests	Cumberland			5.5	FY2003-2004
(1)CPE review	Cumberland			4.75	Need for RFP on wireline
(7)Status update and preparation for on-site	Cumberland			3	Samples of CPE
(1)CPE Status/progress	Dinwiddie			2.25	
(1)Search for CPE/CAD vendors info	Dinwiddie			2	
(1)Review RFP status w/County Attorney	Dinwiddie			3	Steve to meet with Dinwiddie
(7)Mtg. Schedule	Dinwiddie			2	
(8)Cell sector and addressing info	Dinwiddie			1.25	New tower locations
(1)Preparation for mtg. W/Town Manager	Farmville			4.25	Review CPE needs/new facility
(1)Mtg. W/Town Manager	Farmville			3.5	IFQ being sent to Design firms
(5)Review service agreement	Farmville			1	Back-up PSAP
(7)Coordinate mtg for new CPE	Farmville			2	
(2)Review Halifax/South Boston requests	Halifax			9.5	Contacted /LEC/WSPs
(4)Sending funding documentation	Lunenburg			0.5	Get documentation to State
(10)Coordinate testing/cutover date	Lunenburg			1.5	Alltel cutover date 12/10/02
(5)Review and update servie agreements	Mecklenburg			4.5	New agreements ready for approval
(9)Coordinate installation of CPE	Mecklenburg			12.75	on-site w/Verizon/Mecklenburg
(4)Review new personnel costs funding	Nottoway			1	Wants to increase salaries
(10)Prepare info for Sheriff Parrish	Nottoway			1	Documentation on wireless project
(10)Mtg. W/County Administrator	Nottoway			1.75	Met w/Cty.Adm/Sheriff ref progress

(5)Review current service agreement status	Region			6	
(5)Develop model agreement for Backup PSAP	Region			51	Model to be used by PSAP
(5)Check with Verizon on LEC contracts	Region			6	Verizon sending out new contracts
(7)Set Mtg. And review documentation for WSP	Region			12.25	CMSR
(11)Regional newsletter	Region			6	December Issue
(11)Regional meeting	Region			6	Set dates for Status review/News
(11)Staus updates/contacts	Region			30.25	
(11)Mtg. Preparation/handouts	Region			7	
(2) Router issues	Region			10	Contact Sprint/PSAP/WSP
(12)Mtg. Preparation for DIT	Region			6	Mtg scheduled 12/12/02 DIT
(12)Monthly report	Region			10	
(12)Wireless Board Mtg.	Region			4	2 persons
			0	257.5	

Completed Tasks					
(1) Task 1	Region				All assessments completed
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
(1)Halifax progress	Mtg. To improve communications	2nd week in December
Almost 50% complete with Phase I	Speed up process wherever possible	Complete Phase I end 1st Qtr 2003